

**Department of Administrative Services
Central Procurement Enterprise
Conflict of Interest and Related Party Policy Disclosure Form**

Individuals employed by the Department of Administrative Services Central Procurement Enterprise (DAS-CPE) as procurement enterprise staff and employees authorized by other State agencies to purchase goods and services (collectively, "Purchasers") shall comply with the provisions of Iowa Code chapters 8A, 26, 68B and all other applicable procurement laws, rules and policies in performing their procurement responsibilities, including those outlined in the Department of Administrative Services Related Party and Conflict of Interest Policy (Policy).

Pursuant to the Policy, at the beginning of each fiscal year, Purchasers must provide two conflict of interest disclosures. Please review the reverse side of this form for excerpts from the Policy describing terms used here, prior to providing the following disclosures:

1. Describe any Direct or Indirect Financial Interest or Other Interest you have that poses or may pose a real, apparent, or potential conflict of interest under the Policy. (if none, state "None"):

2. Please list any known Related Party in which you hold a Direct or Indirect Financial Interest or Other Interest. (if none, state "None"):

Name: _____

Agency: _____

Date: _____

Please submit one original of this form to the DAS-CPE Chief Operations Officer.

Purchases from Related Parties

Conflicts of interest include purchases from a spouse, domestic partner, direct descendant, direct ascendant (parent, grandparent, great-grandparent, etc.), sibling, dependent, member of household, or business partner (collectively, "Related Parties). Purchasers shall not knowingly solicit or acquire goods or services from a Related Party. A supplier or service provider in a proposed procurement with the State is a Related Party of a Purchaser conducting the procurement if the Purchaser:

1. Has any Direct or Indirect Financial Interest or Other Interest, as such terms are defined below, in the supplier or service provider; or
2. Controls or actively influences the activities of, the supplier or service provider, or who has a Related Party who owns or controls or actively influences the activities of the supplier or service provider; or
3. Has an immediate family member who is employed by the supplier or service provider in a management or sales capacity.

A Direct or Indirect Financial Interest means an ownership or other financial interest in a business entity; or any relationship, contractual or otherwise, which could result in a monetary or non-monetary gain to a Purchaser. Other Interests of a Purchaser means serving as a compensated or non-compensated director, officer, consultant, broker, agent, employee or representative of any business entity proposing to conduct business with the State.